



2008 LEPC CONFERENCE

LEPC Hazardous Materials

Plan (9 planning elements)

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CAMEO

Annual LEPC Funding Requirements

Legal Notices: Due January

Fiscal Reports: Due March 1

Roster: Due March 1 or whenever changes are made

Plan Updates: December 31

Annual Exercises: December 31

Meeting Minutes: Twice every 6 months

Bylaws: Annually or whenever changes are made



Plan Evaluation Checklist

XXXXXX County LEPC Plan Evaluation Checklist-XXXX									
Element		Description/Expectation							
1		State Law Identification of the following: (A) Facilities subject to this chapter that are within the emergency planning district. (B) Routes likely to be used for the transportation of substances on the list of extremely hazardous substances. (C) Additional facilities contributing to or subjected to additional risk due to the proximity of the facilities to facilities subject to this chapter, including hospitals or natural gas facilities." (IC 13-25-2-5(c)(1)(A-C))							
		<input checked="" type="checkbox"/> Review Will Include the Following Items							Location in Document
*	1a	List the facilities subject to SARA Title III. Include facility addresses. Designate EHS or other status (i.e., 302, 304, 311, 312, etc.) for each facility. <i>List the EHS chemicals at each facility</i> (may be presented in table format).							
*	1b	Include a map showing locations of SARA Title III Facilities. Designate differences between EHS and other facilities.							
	1c	Describe or list the common transportation routes for EHS materials in the county (include rail, roadway, waterway, pipeline).							
	1d	Include a map showing transportation routes for EHS materials.							
*	1e	List the facilities contributing to or at greater risk due to proximity to SARA Title III facilities (schools, hospitals, nursing homes, areas of large group gathering- i.e., arenas, concert halls, shopping malls, churches, convention centers, etc.)							
*	1f	Include a map showing locations of facilities contributing to or at greater risk due to SARA Title III facilities. (Schools, hospitals, nursing homes, areas of large group gathering- i.e., arenas, concert halls, shopping malls, churches, convention centers, etc.)							
	1g	Include a vulnerability zone map for each facility. Use either CAMEO Screening and Scenario, or use the North American Emergency Response Guidebook (NA ERGB) evacuation distance for the EHS or CERCLA hazardous chemical with the greatest vulnerability zone at the facility.							
Other items meeting element description. (describe)									
Deficiencies. Describe the deficiency and what is needed to be in compliance for the required item.									
Item #	Description								
Other items of note. Document any other notes regarding this planning element.									
Plan requires labeling for identification of the locations of the planning elements									
Signature of Reviewer Conducting Plan Evaluation					Ilan Ewusi		Date		
					Reviewer				
Signature of LEPC Representative present at Evaluation Review					position		Date		

Element 1

Description/Expectation

1

State Law" Identification of the following: (A) Facilities subject to this chapter that are within the emergency planning district. (B) Routes likely to be used for the transportation of substances on the list of extremely hazardous substances. (C) Additional facilities contributing to or subjected to additional risk due to the proximity of the facilities to facilities subject to this chapter, including hospitals or natural gas facilities." (IC 13-25-2-5(c)(1)(A-C))



Review Will Include the Following Items

Location of Information



1a

List the facilities subject to SARA Title III. Include facility addresses. Designate EHS or other status (i.e.. 302, 304, 311, 312, etc.) for each facility. *List the EHS chemicals at each facility (may be presented in table format).*

CAMEO Facilities



1b

Include a map showing locations of SARA Title III Facilities. Designate differences between EHS and other facilities.

CAMEO Facilities Site plan

1c

Describe or list the common transportation routes for EHS materials in the county (include rail, roadway, waterway, pipeline).

CAMEO Routes

1d

Include a map showing transportation routes for EHS materials.

CAMEO Facilities Site plan



1e

List the facilities contributing to or at greater risk due to proximity to SARA Title III facilities (schools, hospitals, nursing homes, areas of large group gathering- i.e.. arenas, concert halls, shopping malls, churches, convention

CAMEO Special Locations



1f

Include a map showing locations of facilities contributing to or at greater risk due to SARA Title III facilities.(Schools, hospitals, nursing homes, areas of large group gathering-i.e., arenas, concert halls, shopping malls, churches, convention centers, etc.)

CAMEO Special Locations site plan

1g

Include a vulnerability zone map for each facility. Use either CAMEO Screening and Scenario, or use the North American Emergency Response Guidebook (NA ERGB) evacuation distance for the EHS or CERCLA hazardous chemical with the greatest vulnerability zone at the facility.

CAMEO Facilities Site plan

Element 2

2	State Law "Methods and procedures to be followed by facility owners and operators and local emergency and medical personnel to respond to any release of substances." (IC 13-25-2-5(c)(2))		
	✓	<u>Review Will Include the Following Items</u>	Location in Document
	2a	Summarize the facility emergency response procedures or reference the location of the Facility Emergency Procedures. <i>Describe the facility's expectations of responding outside emergency response personnel.</i> (This may be presented in table format).	CAMEO Facilities Notes
		Include a flow diagram or a description of the notification process to the Community Emergency Coordinator (CEC).	Supporting Document
	2c	Include or reference the location of general SOPs/SOGs to address determination and establishment of safety zones, decontamination procedures, listing of guidance documents, personal protective actions, roles of responders, etc. (Every job being done must have an SOP/SOG)	CAMEO Resources Notes
	2d	Include or reference the location of SOPs /SOGs for EMS, medical and hospital personnel to address decontamination procedures, guidance documents, personal protective actions, roles, etc. (Every job being done must have an SOP/SOG.)	CAMEO Resources Notes

Element 3

3	State Law "Designation of a community emergency coordinator and facility emergency coordinators who shall make determinations necessary to implement the local emergency plan." (IC 13-25-2-5(c)(3))
	<div data-bbox="285 354 338 439">✓</div> <div data-bbox="338 354 1568 439"><i>Review Will Include the Following Items</i></div> <div data-bbox="1568 354 1819 439">Location in Document</div>
★	<div data-bbox="285 439 338 672">3a</div> <div data-bbox="338 439 1568 672">List the CEC and how to contact this person. (This may be a specific person or a position within an agency, such as a 24-hour emergency dispatcher).</div> <div data-bbox="1568 439 1819 672">CAMEO Resources / Supporting Document</div>
★	<div data-bbox="285 672 338 835">3b</div> <div data-bbox="338 672 1568 835">List the Facility Emergency Coordinator (FEC) for each EHS facility and how to contact this person. Also list back-up contact person.</div> <div data-bbox="1568 672 1819 835">CAMEO Facilities</div>

Element 4

4 <input checked="" type="checkbox"/>	State Law "Procedures providing reliable, effective, and timely notification by the facility emergency coordinators and the community emergency coordinator to: (A) persons designated in the local emergency plan; and (B) to the public; that a release has occurred consistent with the emergency notification requirements of section 7 of this chapter)." (IC 13-25-2-5(c)(4)(A-B))
	<div> <div></div> <div><i>Review Will Include the Following Items</i></div> </div> <div>Location in Document</div>
	<div>4a</div> <div>Describe how a facility notifies emergency response agencies, the CEC, and the appropriate state agencies.</div> <div>Supporting Document</div>
	<div>4b</div> <div>Describe how release notification shall take place and to whom that notification must be provided. This may be presented as a flow diagram. <u>Note</u>: Indiana state law requires immediate notification.</div> <div>Supporting Document</div>
	<div>4c</div> <div>Describe or present in a diagram whom the CEC notifies and how that notification shall take place.</div> <div>CAMEO Resources Notes</div>
	<div>4d</div> <div>Describe public notification procedures. (How will the public be notified of an emergency? Use any existing emergency notification procedure as an example. Also include door-to-door, PA announcements, etc.)</div> <div data-kind="parent" data-rs="2">Supporting Document</div>
	<div>4e</div> <div>Include boilerplate/template for public address announcements regarding the release.</div> <div data-kind="ghost"></div>
	<div>4f</div> <div>List media contact persons and how to reach them (the title of the contact person may be listed instead of the name).</div> <div>CAMEO Resources</div>

Element 5

5	State Law "Methods for determining the occurrence of a release and the area or population likely to be affected by the release." (IC 13-25-2-5(c)(5))
<input checked="" type="checkbox"/>	<div data-bbox="595 428 1255 468" data-label="Section-Header"> <p><i>Review Will Include the Following Items</i></p> </div> <div data-bbox="1599 392 1767 468" data-label="Text"> <p>Location in Document</p> </div>
	<div data-bbox="305 549 347 585" data-label="Text"> <p>5a</p> </div> <div data-bbox="363 506 1530 635" data-label="Text"> <p>Describe or identify all release detection mechanisms available at the facility or nearby (whistles, sirens, horns, mechanical, environmental, senses, etc.).</p> </div> <div data-bbox="1607 506 1761 635" data-label="Text"> <p>CAMEO Facilities Notes</p> </div>
	<div data-bbox="305 778 347 813" data-label="Text"> <p>5b</p> </div> <div data-bbox="363 728 1503 856" data-label="Text"> <p>List public areas that would be affected by releases from facilities in the community, including estimated populations (may be included in vulnerability zone maps. See item 1g.).</p> </div> <div data-bbox="1607 728 1761 856" data-label="Text"> <p>CAMEO Special Locations</p> </div>

Element 6

6		State Law "A description of emergency equipment and facilities in the community and at each facility in the community subject to the requirements of this chapter and an identification of the persons responsible for the equipment and facilities." (IC 13-25-2-5(c)(6))		
	✓	<i>Review Will Include the Following Items</i>		Location in Document
		6a	List all resource organizations and contact persons (may be in table format and should include fire departments, EMS, hospitals, facilities, contractors, etc.).	CAMEO Resources
		6b	List the resources available from each resource organization (may be in table format).	CAMEO Resources items
		6c	List equipment/resources that the facilities have on hand. <i>Include response capability and maximum capacity available.</i>	CAMEO Resources items
		6d	Identify who has authority to commit resources from each organization.	CAMEO Resources
		6e	Identify the number of trained emergency response personnel available at each facility, their training levels and capabilities (see item 8a).	CAMEO Resources Comments

Element 7

7	State Law "Evacuation plans, including provisions for a precautionary evacuation and alternative traffic routes." (IC 13-25-2-5(c)(7))				
	✓				Location in Document
		Review Will Include the Following Items			
red cross		7a	Attach or reference the location of a general SOP/SOG to address how to conduct an evacuation. Include how to provide for evacuees and how to track evacuees (roles and expectations).		CAMEO Resource Notes
law enforcement		7b	Attach a general SOP/SOG to address traffic movement directing persons away from the release area.		CAMEO Resource Notes
		7c	Describe what constitutes primary and secondary evacuation route in your planning district (i.e., how much traffic can be supported, any obstacles, etc.).		CAMEO Routes
		7d	Include a map of the primary and secondary evacuation routes.		Supporting Document
		7e	Include a map of the shelter locations and emergency response facility locations such as fire departments, EMS facilities, etc.		CAMEO Special Locations Site plans
red cross		7f	Include shelter-in-place procedures and how the community will be notified of this protective action.		CAMEO Resource Notes

Element 8

8	<u>State Law</u> "Training programs, including schedules for training of local emergency response and medical personnel." (IC 13-25-2-5(c)(8))				
	✓				Location in Document
<u>Review Will Include the Following Items</u>					
fire dept		8a	List each response agency in the county. List their current Hazmat certification level(s) and number of personnel at each level (see item 6e).		CAMEO Resources Notes
★		8b	Include a calendar of LEPC sponsored training activities for the upcoming year.		CAMEO Resources Notes
★		8c	Include a calendar of response organizations current year Hazmat training activities (include course description, course content, level of training this applies to-i.e. awareness, ops, tech, refresher, etc.).		CAMEO Resources Notes

Element 9

9		State Law "Methods and schedules for exercising the emergency plan." (IC 13-25-2-5(c)(9))		
	✓	<i>Review Will Include the Following Items</i>		
				Location in Document
★		9a	Include an exercise schedule for the plan.	CAMEO Resources Notes
lepcs		9b	Describe the type of exercise to be conducted (i.e. tabletop, functional, or full scale).	CAMEO Resources Notes
red cross		9c	Describe the exercise evaluation methods.	Supporting Documents